Department of Defense
INSTRUCTION

AD-A272 862

SUBJECT: Reports on General and Flag Officer Positions

References: (a) DoD Instruction 7730.61, subject as above, August 20, 1981
(hereby canceled)
(b) DoD Directive 5000.11, "Data Elements and Data Codes
Standardization Program," December 7, 1964
(c) DoD Directive 7750.5, "Management and Control of
Information Requirements," August 7, 1986
(d) DoD 5000.12-M, "DoD Manual for Standard Data Elements,"
October 1986, authorized by DoD Instruction 5000.12,
April 27, 1965
(e) Title 10, United States Code, Section 663

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to incorporate new data elements and to reflect
current operating procedures.

2. Prescribes uniform reporting requirements designed to provide
responsible officials in the Office of the Secretary of Defense with a central
source of data for use in formulating and evaluating general and flag officer
programs.

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD);
the Military Departments; the Chairman, Joint Chiefs of Staff and Joint Staff;
and the Defense Agencies (hereafter referred to collectively as "DoD
Components"). The term "Military Services," as used herein, refers to the
Army, Navy, Air Force, Marine Corps, and the Coast Guard when it is operating
as a Service in the Navy.

C. POLICY

It is DoD policy to maintain a centralized data base on general and flag
officer positions and incumbents. The information maintained is provided by
the DoD Components for use in OSD.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management & Personnel)
(ASD(FM&P)), or designee, the Deputy Assistant Secretary of Defense (Military
Manpower & Personnel Policy (DASD(MM&PP)), shall:

93-27454

a. Serve as the DoD point of contact for official DoD information on Navy flag officers and Army, Air Force, and Marine Corps general officers, to include information on each flag and general officer position, filled or vacant, and incumbent information for each filled position.

b. Control access to all data not specifically published in the "General/Flag Officer Worldwide Roster" and coordinate the official release of data with the affected services.

c. Respond to requests from Congress and other outside requesters for information on the positions or incumbents.

2. The _Director, Washington Headquarters Services_ (WHS), or WHS designee, the _Director for Information Operations and Reports_ (DIOR), shall:

a. As agent for the ASD(FM&P), design, establish, and maintain the official general and flag officer data base from information reported by the DoD Components.

b. Provide information services on this subject matter to the Director for Officer & Enlisted Personnel Management, Office of the Assistant Secretary of Defense (Force Management & Personnel) (OEPM, OASD(FM&P)), and other requesters in accordance with release procedures provided by the ASD(FM&P).

3. The _Heads of DoD Components_ shall provide the detailed data required by this Instruction to maintain the official DoD data base.

E. PROCEDURES

1. _General and Flag Officer Position Data_. New data or corrections to existing data on all positions in or outside the Department of Defense that are authorized general or flag officer personnel shall be provided by each Military Service as changes occur, but not more often than monthly.

2. _General and Flag Officer Incumbent Data_. New data or corrections to existing data on incumbents of each general and flag officer position shall be reported monthly by each Military Service.

3. Additions, changes, corrections, or deletions to position data shall be submitted on DD Form 2549 (enclosure 1).

4. Additions, changes, corrections, or deletions to incumbent data shall be submitted on DD Form 2550 (enclosure 2).

5. Instructions for preparing the data and data conversion tables are attached as enclosures 3 and 4.
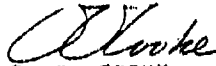
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6. These reports shall be submitted to:

> Director for Information Operations and Reports
> Washington Headquarters Services
> 1215 Jefferson Davis Highway
> Suite 1204
> Arlington, Va. 22202-4302

F. INFORMATION REQUIREMENTS

The reporting requirements described in subsections E.1. and E.2., above, are assigned Report Control Symbol DD-DA&M(M&AR)1579. Additional information requirements, as may be necessary, shall be developed, approved, and licensed, consistent with DoD Directives 5000.11 and 7750.5 (references (b) and (c)).

G. EFFECTIVE DATE

This Instruction is effective immediately.

D. O. COOKE
Director
Administration and Management

Enclosures - 4
1. General and Flag Officer Position Data (DD Form 2549)
2. General and Flag Officer Incumbent Data (DD Form 2550)
3. Data Preparation Instructions for Position Data (DD Form 2459) and Data Preparation Instructions for Incumbent Data (DD Form 2550)
4. Data Conversion Tables

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GENERAL AND FLAG OFFICER POSITION DATA

REPORT CONTROL SYMBOL

(TO BE COMPLETED BY PROJECT OFFICERS AND/OR APPROPRIATE FORMS MANAGEMENT OFFICERS)

1 DATE OF REQUEST (YYMMDD)	2 TRANSACTION CODE	3 REPORTING DOD COMPONENT

4. OSD POSITION NUMBER	5. POSITION GRADE	6. SERVICE AFFILIATION

7. POSITION

a TITLE NO 1

b TITLE NO 2

8. UNIT NAME

9. UNIT LOCATION

a PLACE

b STATE	c ZIP CODE	d WASHINGTON DC CODE

10. PARENT UNIT DESIGNATION

11. REMARKS

DD Form 2549, JUL 90 — Previous edition is obsolete

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GENERAL AND FLAG OFFICER INCUMBENT DATA

REPORT CONTROL SYMBOL

1. REPORTING DOD COMPONENT

2. DATE OF REQUEST (YYMMDD)

3. TRANS-ACTION CODE (X)	4. OSD POSITION NUMBER (......)	5. INCUMBENT NAME (LAST FIRST MIDDLE INITIAL)	6. SERVICE AND/OR SOCIAL SECURITY NUMBER (XXXXX-XXXX)	7. MILITARY GRADE (XXX)	8. DATE OF RANK (YYMMDD)	9. SEX (X)	10. RACE (X)	11. DATE OF BIRTH (YYMMDD)	12. SPECIALTY EXPERTISE (....)	13. JOINT DUTY (X)	14. CAP-STONE (X)	15. JOINT SPECIALIST (XX)	16. NEW OSD POSITION NUMBER (......)	17. DATE ASSIGNED TO POSITION (YYMMDD)

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DD Form 2550, JUL 90

Previous edition is obsolete.

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DATA PREPARATION INSTRUCTIONS FOR

POSITION DATA (DD FORM 2549)

DATA ELEMENTS	INSTRUCTIONS
1. Date of Request - Year	Enter two-terminal digits of current year (incremented each year).
- Month	Enter month code 01-12. Use lead zero as necessary.
- Day	Enter a two-digit day of month 01-31. Use lead zero as necessary.
2. Transaction Code	Enter A to add new positions and complete all data elements except, Item 4 (OSD Position Number).
	Enter C to correct or change data for existing positions. Complete Item 4 (OSD Position Number) and data elements with corrections or changes.
	Enter D to disestablish (delete) positions. Complete Item 4 (OSD Position Number) and Item 13.a. (Position Title No. 1.).
3. Reporting DoD Component	Enter DoD Component name; i.e., Army, Navy, Air Force, or Marine Corps.
4. OSD Position Number	Enter numeric entry 1 to 9999. Unique OSD Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.
5. Position Grade	Enter 07, 08, 09, or 10 in first two positions (DoD 5000.12-M (reference (d)), reference number PA-SN). Third position must be H if included by the OSD and/or Hay General and/or Flag Officer review, or else leave blank.
6. Service Affiliation	Enter A for Army, F for Air Force, M for Marine Corps, N for Navy, P for Coast Guard, or Z for positions that may be filled by incumbents from any Military Service, (DoD 5000.12-M (reference (d)), reference number DE-NM).

DATA ELEMENTS   INSTRUCTIONS

7. Position

    a. Title No. 1   Enter the title of the principal position
    b. Title No. 2   in Title No. 1. Enter additional titles
                             associated with the position in Title No. 2.

8. Unit Name   Enter the name of unit, organization, or
                             command to which the position is assigned if
                             name is other than Parent Unit Designation
                             (Item 10). Use official acronyms. Do not
                             repeat information contained in the title.

9. Unit Location

    a. Place   Enter the military installation or facility,
                             place, or municipality where unit,
                             organization, or command is located.

    b. State   Select state abbreviation from Table 1. Use
                             DoD 5000.12-M (reference (d)), reference
                             number ST-GA for state codes and reference
                             number CO-XV for country codes.

    c. Zip Code   Enter ZIP Code of military installation or
                             facility, place, or municipality (DoD
                             5000.12-M (reference (d)), reference number
                             NA-ZC).

    d. Washington, DC, Code Enter Y for locations located in the
                             Washington, DC metropolitan area or N for
                             locations not in the Washington, DC
                             metropolitan area.

10. Parent Unit Designation Enter the parent organization or command to
                             which the position is assigned; i.e., the
                             NORTH AMERICAN AEROSPACE DEFENSE COMMAND is
                             the parent unit designation for the
                             following units:
                                  Cheyenne Mountain Complex;
                                  1st Air Force/Conus NORAD Region;
                                  Canadian NORAD Region;
                                  24th NORAD Region; and,
                                  25th NORAD Region.

11. Remarks   Enter comments or pertinent information
                             concerning the position.

DATA PREPARATION INSTRUCTIONS FOR

INCUMBENT DATA (DD FORM 2550)

DATA ELEMENTS	INSTRUCTIONS
1. Reporting DoD Component	Enter DoD Component name; i.e., Army, Navy, Air Force, or Marine Corps.
2. Date of Request - Year	Enter two-terminal digits of current year (incremented each year).
- Month	Enter month code 01-12. Use lead zero as necessary.
- Day	Enter a two-digit day of month 01-31. Use lead zero as necessary.
3. Transaction Code	Enter A to add new incumbents and complete all data elements except Item 4 (OSD Position Number).
	Enter C to correct or change data for existing incumbents. Complete Item 4 (OSD Position Number), Item 5 (Incumbent Name), Item 6 (Service and/or Social Security Number), and data elements with data corrections or changes.
4. OSD Position Number	Enter numeric entry 1 to 9999. Unique OSD Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.
5. Incumbent Name	Enter last, first, and middle names in order with spaces but no punctuation. Also include suffix such as Jr., Sr., II, III, etc. See DoD 5000.12-M (reference (d)), reference number NA-RG, for guidance on formation and contraction of names.
6. Service and/or Social Security Number	Self-explanatory (DoD 5000.12-M (reference (d)), reference number SO-CA).

7. Military Grade   First two positions must be one of the
                              following codes:

                                  06 - COL, CAPT
                                  07 - BG, RADM(L)
                                  08 - MG, RADM
                                  09 - LTG, VADM
                                  10 - GEN, ADM

                              Reference DoD 5000.12-M (reference (d)),
                              reference number PA-SN. Third position must
                              be F for "frocked" (incumbents authorized to
                              pin on the next higher insignia of rank
                              before being officially promoted to that
                              rank), or else leave blank.

8. Date of Rank   - Year   Enter two-terminal digits of year. If date
                              is not known, enter asterisk (*) and leave
                              remainder of year, month, and day blank.

                   - Month   Enter month code 01-12. Use lead zero as
                              necessary.

                   - Day   Enter a two-digit day of month 01-31. Use
                              lead zero as necessary.

9. Sex   Enter F for female or M for male (DoD
                              5000.12-M (reference (d)), reference number
                              SE-XA).

10. Race   Enter one of the following codes:

                                  C - Caucasoid
                                  M - Asian and/or Mongoloid
                                  N - Negroid and/or African
                                  R - American Indian
                                  Z - Unknown

                              Reference DoD 5000.12-M (reference (d)),
                              reference number RA-BA.

11. Date of Birth - Year   Enter two-terminal digits of year. If date
                              is not known, enter asterisk (*) and leave
                              remainder of year, month, and day blank.

                   - Month   Enter month code 01-12. Use lead zero as
                              necessary.

                   - Day   Enter a two-digit day of month 01-31. Use
                              lead zero as necessary.

DATA ELEMENTS

INSTRUCTIONS

12. Specialty and/or Expertise   Enter code from Table 2.

13. Joint Duty

Enter one of the following codes:

     C - Completed
     G - Completed Joint Tour as
         General and/or Flag Officer
     L - Lacks Joint Duty Credit
     P - Professional Waiver
     S - Scientific and/or Technical Waiver

14. Capstone

Enter one of the following codes for a course required by 10 U.S.C. 663 (reference (e)) for new general and flag officers to prepare them to work with the other armed forces:

     C - Completed
     N - Not Required
     R - Required and/or Not Completed
     W - Waived

15. Joint Specialist

Enter one of the following codes:

     E - Nominee
     N - No
     Y - Yes

16. New OSD Position Number

Enter a numeric entry 1 to 9999. Unique OSD Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.

17. Date Assigned Position

     - Year

Enter two-terminal digits of year.

     - Month

Enter month code 01-12. Use lead zero as necessary.

DATA CONVERSION TABLES

TABLE 1 - STATES

ABBRE-VIATION	STATE NAME	ABBRE-VIATION	STATE NAME
AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AQ	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CQ	Northern Mariana Islands
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GQ	Guam	OR	Oregon
HI	Hawaii	PA	Pennsylvania
ID	Idaho	RQ	Puerto Rico
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VQ	Virgin Islands
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
MO	Missouri	WY	Wyoming

TABLE 2 - INCUMBENT SPECIALITY AND/OR EXPERTISE

COMMON CODES	MEANING
AVN	Aviator - Navigator
AVP	Aviator - Pilot
CHC	Chaplain
DEN	Dental
ENG	Engineer and/or Civil Engineer
JAG	Judge Advocate
LOG	Logistician
MED	Medical
MSC	Medical Service
NUR	Nurse
QMC	Quartermaster and/or Supply

ARMY-UNIQUE CODES	MEANING
ADA	Artillery - Air Defense
ADJ	Adjutant General
AFA	Artillery - Field
ARM	Armor
CHM	Chemical
FIN	Finance
INF	Infantry
INT	Military Intelligence
MPO	Military Police
ORD	Ordnance
SIG	Signal
SPF	Special Forces
XTN	Transportation

NAVY-UNIQUE CODES	MEANING
AED	Aviation Engineering Duty
SDO	Special Duty (Int, Crypt, etc.)
SUB	Submariner
SUW	Surface Warfare

AIR FORCE-UNIQUE CODES	MEANING
MIS	Missileer
NOR	Non Rated

MARINE CORPS-UNIQUE CODES	MEANING
GRN	Ground

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